



# State of Nevada

## The Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors

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November 1, 2013

TO: ALL LICENSED MFT'S & CPC'S

FROM: Raymond E. Smith Sr., Executive Director

SUBJECT: Annual License Renewal for 2014

You will find a downloadable application for renewal of your 2013 license on the Website under the 'License Renewal' menu item of the 'Board Services' menu. **Please be advised that your renewal fee of \$150.00 must be postmarked no later than 12/31/13. Under NRS 641A.270 failure to pay the renewal fee will automatically effect a revocation of license if received or postmarked after 11:59 PM on December 31, 2013.** Reinstatement of your license will require the Renewal Form, a CEU Reporting Form, a check of \$150 for renewal and an additional \$100.00 fee for reinstatement. Failure to pay the reinstatement fee (if applicable) will effect a revocation. Please avoid these charges and penalties by renewing early.

### CEU's

In accordance with **NRS 641A.260**, every licensed Marriage and Family Therapist (MFT) and Clinical Professional Counselor (CPC) shall accumulate a minimum of **20 Approved Continuing Education Units (CEUs) every year**. At least **3 CEUs** must be in **Ethics** specifically pertaining to the field of the practice of MFTs and/or CPCs. If the licensee is an approved supervisor at least **1 CEU** must be in **Supervision** pertaining to the field of practice of the approved supervisor. Effective September 2008, all MFTs and CPCs are required to submit a **listing of CEUs** for the previous year on the **CEU Reporting Form**. This total may include a **maximum of 10 hours of distance education/online coursework** unless otherwise approved by the board. All MFTs and CPCs are required to keep their own CEU records for no less than five years. These records will be required in a **Random CEU Audit** performed by the Board office.

### INACTIVE STATUS

The Renewal Form is also used for reporting or transfer to "Inactive Status" and/or Reactivation from inactive to active status. **Anyone on inactive status or wishing to be placed on inactive status must fill out the Renewal Form**. An initial fee of \$150 is required to be placed on inactive status which is then good for no more than three consecutive years. If you are currently on inactive status, please write "INACTIVE" above your license number on the form and mark the appropriate box. Anyone desiring to return to active status must submit a list of required CEU's completed and a check for \$150.00.

Questions may be directed to the Board office either by phone, email, or written correspondence. Thank you.

BOARD OFFICE ADMINISTRATION